



**The right item, right place,  
right time.**

# **DLA Privacy Rules of Conduct**



# What are the DLA Privacy “Rules of Conduct?”

Subsection (e)(4)(9) of the Privacy Act requires each agency to establish “rules of conduct” for all persons involved in the design, development, operation, and maintenance of a Privacy Act system of records, and the **penalties** for non-compliance.

As a member of the DLA Workforce, **YOU** play an important role in assuring that DLA complies with the provisions of the Privacy Act.



# DLA Privacy Rules of Conduct (cont'd)

## The DLA Workforce shall:

- Ensure that personal information contained in a system of records, to which they have access to or are using incident to the conduct of official business, shall be protected so that the security and confidentiality of the information shall be preserved.
- Not disclose any personal information contained in any system of records except as authorized. *Personnel willfully making such a disclosure when knowing that disclosure is prohibited are subject to possible criminal penalties and/or administrative sanctions.*
- Report any unauthorized disclosures of personal information from a system of records or the maintenance of any system of records that are not authorized to your local Privacy Act Officer or to your supervisor.





# DLA Privacy Rules of Conduct (cont'd)

## DLA Privacy Act System Managers shall:

- Ensure that all personnel who either shall have access to the system of records or who shall develop or supervise procedures for handling records in the system of records shall be aware of their responsibilities for protecting personal information being collected and maintained under the DLA Privacy Program.
- Prepare promptly any required new, amended, or altered systems notices for the system of records and submit them through the DLA HQ Privacy Officer for publication in the *Federal Register*.
- Not maintain any official files on individuals that are retrieved by name or other personal identifier without first ensuring that a notice of the system of records shall have a been published in the *Federal Register*. *Any official who willfully maintains a system of records without meeting the publication requirements of the Act, is subject to possible criminal penalties and/or administrative sanctions.*





# Rules of Conduct Helpful Hints

## Helpful Hints:



Mark Privacy Act protected records appropriately.

**“For Official Use Only - Privacy Act Data”**



Report any unauthorized disclosures of personal information from a system of records to your Privacy Act Officer.



Collect the minimum amount of personally identifiable information necessary for the proper performance of a documented agency function.

## REMINDER:

**Privacy Act non-compliance carries penalties.**





# Rules of Conduct

## Helpful Hints

### Helpful Hints:

- ⊘ Do not collect personal information without proper authorization.
- ⊘ Do not place Privacy Act protected information on shared drives, multi-access calendars, the Intranet (eWorkplace), or the Internet.
- ⊘ Challenge ANYONE who asks to see Privacy Act information for which you are responsible.
- ⊘ Do not commingle / mix information about different individuals in the same file within a system of records.
- ⊘ Do not maintain records longer than permitted **OR** destroy records before disposal requirements are met.



# Rules of Conduct Helpful Hints

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- ❌ Do not use interoffice or translucent envelopes to mail Privacy Act protected data. Instead, use sealable opaque solid white or Kraft envelopes. Be sure to mark the envelope to the person's attention.
- ❌ Do not distribute or release personal information to other employees unless you are convinced that the release is authorized / proper.
- ❌ Do not create a "system of records" on your computer, or in your files without first contacting your local Privacy Act Officer.
- ❌ Do not place unauthorized documents in systems of records.



## For More Information, Contact

### **DLA Headquarters Privacy Act Officer**

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